

Sectional Tournament Site Selection Criteria and Checklist

Playing area

6000 square feet is desirable, 5500 square feet is the minimum. The most desirable shape of the playing area is rectangular or square. Odd shapes, such as an “L” configuration or an octagon shape reduce useful space. Gross numbers must adjusted to determine useful space. In general, the ACBL recommends 64 sq ft per table, with 75 sq ft per table being more desirable. Additional space is needed for selling and scoring.

For perspective and comparison, the main area of Vasa is exactly 6000 sq ft. The dimensions are 60 x 100.

Is the playing area handicap accessible? What are the distances between playing area and bathrooms?

Always bring a long tape measure when visiting a prospective site.

Parking

Free? How many spaces? What surface? Handicap parking spaces? How far to walk to the door? Is the parking area lighted at night? How far to the playing area? Any obstacles such as stairs to get to the playing area?

Location

Easy freeway access? When writing directions for a new site, NEVER depend just on google maps, etc. Test and verify the web directions before putting them in a flyer. Are the directions simple or complicated from major roads?

Lighting

The technical recommendation is at least 10 foot-candles of illumination 30 inches above the floor. But who carries around the equipment to measure foot-candles? Use your best judgment for both daytime and nighttime lighting. Check for dark spots.

Chairs

How many chairs does the facility provide and what condition are they? Vasa provides 240 chairs so no additional chairs need to be rented. Renton’s chairs must be supplemented by rental chairs at additional cost.

Cost

We pay \$3000 total for Vasa, that is our highest cost location. At Vasa, there are no additional expenses for chair rental, tax, janitorial service, etc. Determine a total cost, including staff (labor) charges and all extras.

Management

Easy to work with? Available during the tournament? What are their expectations for clean-up etc.? Who opens up in the morning and locks up at night? Include time for set-up and tear down when specifying hours of use. We will have a key? Do they require proof of liability insurance? (We can provide proof.) Most locations have a boilerplate rental contract. Ask to see one.

Six and eight foot tables needed

These tables are needed for directors, hospitality, etc. Does the site provide them?

Bathrooms

How many stalls? What condition? Who replenishes paper supplies during the tournament? (We use a lot of paper supplies.) Who empties the waste cans on the weekend?

Hospitality

Is there a kitchen for our use? Any additional cost? Any problem with bringing in our own food and making our own coffee? Refrigerator? Ice maker? Sink? What supplies such as dish detergent and paper towels are provided? Are there carts for our use? If not, renting carts is an additional expense.

Are there plenty of large garbage cans and liners? Where do we take our trash? Where are there extra liners? Is there a charge for janitorial service? Who will clean up, and to what level?

Restaurants

Availability of near-by restaurants for players. Is there a variety of types, including both fast food and full service? Are restaurants open during break hours? Who will do a restaurant guide?

Smokers

Where do they smoke?

Loading dock

Where will the trailer be unloaded? Is it convenient to the playing area? Is there rolling access for a dolly, or must we negotiate stairs or narrow hallways/doors?

Electrical Outlets

How many and where? The directors will need power for computers/printers and the hospitality chairman needs power for coffee makers.

Microphone

Hayyim only sets up the microphone when specifically asked to do so. It's a lot of work.

Coat racks or a check room

Where will coats be stored for fall/spring sectionals?

Mirrors

If there are mirrors in the playing area they must be covered. (Vasa requires mirror covering.) We have a large roll of butcher paper for this purpose, but the supply person needs to be reminded to bring it.

Site policy on hanging items on walls

Can recaps be hung up? Policy must be known before tournament starts.

Partnership desk and information desk

Where will be a good location?